

South Carolina Department of Agriculture

5th Annual Commissioner's Cup BBQ Cook-Off & Festival

February 2nd, 2016

Dear Potential Festival Vendor,

The South Carolina Department of Agriculture invites you to participate in the 2016 Commissioner's Cup BBQ Cook-Off & Festival, a Southern BBQ Network approved competition! Now in its 5th year, the Commissioner's Cup BBQ Cook-Off & Festival has become one of the Midlands most anticipated events of the year. As a result of the events growing popularity, 50 cookers are expected to compete and over 3500 attendees are anticipated this year.

The BBQ Cook-Off & Festival will be held at the South Carolina State Farmers Market and will be open to the public Saturday, March 19th, 2016 from 11:00 a.m. until 3:00 p.m. Vendors are invited to purchase a booth space during the event where products can be sampled and/or sold. Booth fees are \$25.00 per space, spaces are approximately 12' x 12'. Due to the layout of the event, water and electrical access will not be available to festival vendors during the event. Event set-up will take place from 8:30 a.m. until 10:30 a.m. on the morning of the festival. Takedown will not be permitted until after the event's conclusion at 3:00 p.m.

If interested in participating as a vendor in the 5th Annual Commissioner's Cup BBQ Cook-Off & Festival, please review the festival rules and regulations and complete the event application. Applications and payment should be returned to the South Carolina Department of Agriculture Attn: Laura Lester at P.O. Box 11280, Columbia, SC 29211. Checks may be made payable to the South Carolina Department of Agriculture (SCDA). All applications that are not accepted will be returned to you with your uncashed check or payment. Please submit your application and payment prior to the March 4th deadline. For vendors who have not previously participated in one of our festivals, please submit a picture of your set-up and display along with your application. Application approval is subject to the discretion of the South Carolina Department of Agriculture.

Should you have any questions or concerns, please contact me at llester@scda.sc.gov or (803) 734-0648. Thank you and we look forward to yet another exciting festival!

Best Regards,

Laura Lester

Laura Lester

Marketing Specialist, South Carolina Department of Agriculture

South Carolina Department of Agriculture

Rules and Regulations for Festivals

1. Applications will **NOT** be accepted without payment.
2. All spaces will be assigned by festival personnel without vendors being guaranteed previous or requested locations.
3. Only items stated on application will be allowed for sale. Items sold must meet festival qualifications. All items must be confined to booth space purchased.
4. Vendors must remain in place for the entire festival. Do not arrive late or leave early.
5. Vendors are not allowed access to the festival area between the hours of 8:00 p.m. and 6:00 a.m.
6. Set-up or restocking is permitted before or after festival hours, **not during**.
7. Vendors may not assign or sublet spaces.
8. Booth must be clean at all times.
9. No smoking in booth spaces.
10. No pets.
11. Products must be top quality. Plant producers/growers must have plants free of pests and fungi. Producers/growers are held accountable to the standards set forth by Clemson University's Department of Plant Industry.
12. Vendors are responsible for applicable licensing and taxes.
13. Vendors are responsible for ensuring their exhibit, personnel, display, and materials from any damage or loss.
14. Vendors are responsible for the behavior of their employees. All individuals must adhere to the festival rules and regulations.
15. Firearms, explosives, offensive materials, illegal drugs, and alcoholic beverages are **not** permitted.
16. Vendors must park **all** vehicles and trailers in designated vendor parking area. Violators will be towed at the owner's expense and will risk being excluded from future festivals.
17. We will not accommodate overnight RV's or campers on market property.
18. Vendors must respect the property of the South Carolina Department of Agriculture along with the property of fellow vendors.
19. All complaints must be in writing and will be reviewed by the South Carolina Department of Agriculture. These forms are available at the information booth.
20. Vendors are cautioned that violations will result in sanctions imposed by festival personnel, these sanctions may include exhibitors being excluded from future events and actual removal from the festival.
21. Festival personnel reserve the right to make changes, amendments, and additions to these rules and regulations as it is considered necessary for the good of the event.

Revised 2016



5th Annual
Commissioner's Cup BBQ Cook-Off & Festival

South Carolina State Farmers Market
3483 Charleston Highway, West Columbia, SC

March 19th, 2016

11:00 a.m. – 3:00 p.m.

(803) 734-0648

llester@scda.sc.gov



Vendor fees are \$25.00 per space (NON-REFUNDABLE); this fee includes two festival wristbands. Payment must accompany a completed application. **Please make checks payable to the SC Department of Agriculture and mail to the attention of Laura Lester, P.O. Box 11280, Columbia, SC 29211 by the March 4th deadline.** Applications and checks will be returned once all spaces are filled. Available spaces are approximately 12' x 12'. Water and electrical access will not be available to vendors at this particular event. **First time vendors must include a picture of booth set-up to be considered.** Space assignments and set-up will take place on the morning of the event between the hours of 8:30 a.m. and 10:30 a.m. Takedown will not be permitted until after 3:00 p.m. when the event concludes. Vendor responsibilities include but are not limited to: business licenses, insurance, taxes, and personal requirements including; hoses, chairs, duct tape, tables, signs, etc. **Pets are not allowed. Overnight RV's or campers cannot be accommodated on market property. SCDA is not responsible for lost or damaged products.**

Business Name _____

Address _____

City _____ State _____ ZIP _____

Contact Person _____ Phone _____

Email Address _____ Website _____

Requested Number of Spaces _____ Special Needs _____

Describe your product line: (be specific, sales are limited to what is listed) _____

SCDA issued Registration Verification Certificate number: _____

(required for everyone selling packaged food)

Are you a member of **Certified South Carolina**: (circle one) Yes / No

I have received and read the '**Rules and Regulations for Festivals**' and will abide by them.

Vendor Signature

Date